

eRecruit for Hiring Managers v9.1

October 1, 2011



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eRecruit for Hiring Manager

eRecruit for Hiring Managers v9.1

In the eRecruit for Hiring Managers module you will learn how to

- Create a job opening
- Approve, modify, and deny a job opening
- View applicant profiles
- Manage interview schedules
- Create/complete interview evaluations
- Print applicant profiles by job postings
- Print applicant profiles by applicant id

Job Opening

Job Opening:

In this section you will learn how to

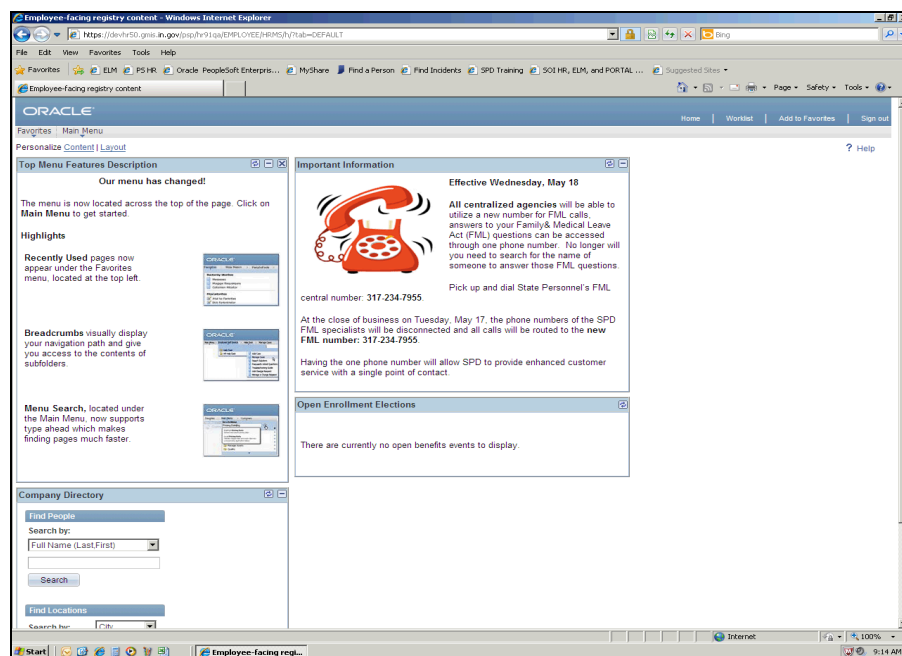
- Create a job opening
- Modify/Approve job openings
- View applicant profiles



Create a Job Opening

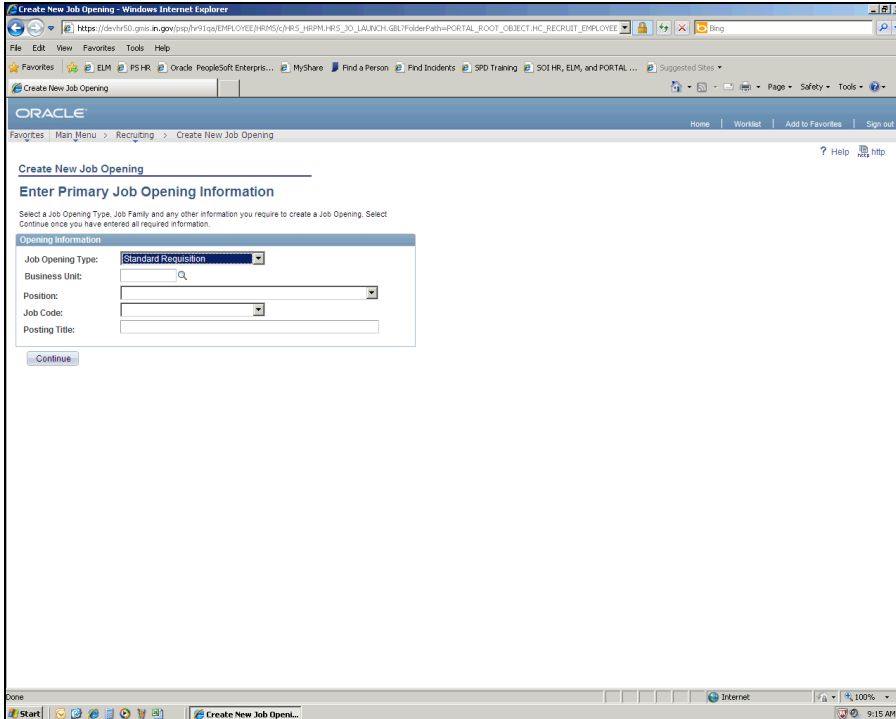
Create a Job Opening:





In this section you will learn how to create a job opening for an approved vacancy with the goal of obtaining an appropriate candidate pool from which to select and hire.

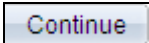



Procedure



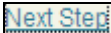

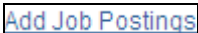

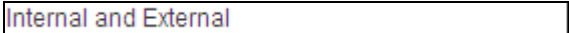



Step	Action
1.	Click the Main Menu button. 
2.	Point to the Recruiting menu.
3.	Click the Create New Job Opening menu. 



Step	Action
4.	Leave Job Opening Type as Standard Requisition. Click in the Business Unit field. 
5.	Enter the desired information into the Business Unit field. Enter " 00070 ".
6.	Press [Tab] .
7.	Type in the SHC-approved position number OR click on the magnifying glass to search for the SHC-approved position number. Click the Position Number button. 
8.	Click the scrollbar. 
9.	Click the 10002771 link. 

Step	Action
10.	<p>If necessary, change the posting title to reflect the working title. For this example, please highlight the posting title, press the delete key, and type in "Senior Benefits Specialist".</p> <p>Click in the Posting Title field.</p>
11.	Press [Backspace] .
12.	Enter the desired information into the Posting Title field. Enter " Senior Benefits Specialist ".
13.	<p>Click the Continue button.</p> 
14.	<p>Review the information on the page. If you are posting just one position, no changes are necessary on this page.</p> <p>If, however, you are attaching more than one position number to this posting (where the job classification and location are the same), click in the Target Openings field and enter the total number of positions that will be attached to this job opening ID number. For this example, enter the number "2" and Tab out of the field.</p> <p>Press [Enter].</p>
15.	Enter the desired information into the Target Openings field. Enter " 2 ".
16.	Press [Tab] .
17.	<p>You will receive an error message.</p> <p>Click the OK button.</p> 
18.	<p>The number of available openings will auto-populate to match the number in the Target Openings Field.</p> <p>Press [Enter].</p>
19.	<p>Scroll down until you can view the Positions box.</p> <p>Click the button of the scrollbar.</p>
20.	<p>Click the Add Positions link if you are attaching more than one position. In this example, we are attaching two positions.</p> <p>Click the Add Positions link.</p> 
21.	<p>A blank field appears in which you can place an additional SHC- approved job title/position number.</p> <p>Click the Magnifying Glass button.</p> 
22.	<p>A Look Up Position box opens. Search for the position by entering the position number, the job title, or the job code. Again, the position must have first been approved by the Strategic Hiring Committee in order for you to attach it to this job posting.</p> <p>Press [Enter].</p>

Step	Action
23.	<p>Click on the HR Generalist 1 position that has been approved by the Strategic Hiring Committee and that you wish to add to this job posting.</p> <p>Click the 10002764 link.</p> 
24.	<p>The additional Human Resources Generalist 1 position title and position number have been added to the Positions box.</p> <p>To add more position numbers, continue to repeat this process until all positions have been entered. Make sure the number in the Target Openings match the total number of position numbers you have entered in the list. Remember all positions you add must have been approved by SHC.</p> <p>Press [Enter].</p>
25.	<p>Optional: if you desire, you may enter the name(s) of the employee(s) being replaced in this box. You may also click on the magnifying glass to search for the employee name(s).</p> <p>Press [Enter].</p>
26.	<p>You may click the Next Step link to continue.</p> <p>Click the Next Step link.</p> 
27.	<p>Review the information on Min Requirements page; however, make no changes. You can click on the Next Step link to continue.</p> <p>Click the Next Step link.</p> 
28.	<p>You may review the information on this page. If necessary, the Recruiter will add information on this page. You can click Next Step link to continue.</p> <p>Click the Next Step link.</p> 
29.	<p>Click the Add Job Postings link.</p> 
30.	<p>Select the "Visible" drop down menu.</p> <p>Click the Visible list.</p> 
31.	<p>Click the Internal and External list item.</p> 
32.	<p>Click the Description Type list.</p> 

Step	Action
33.	<p>Click the "Description Type" field drop-down menu and select Preferred Experience from the list of values. The preferred experience will auto-populate.</p> <p>Note: Agencies are required to include Preferred Experience in every posting.</p> <p>Click the Preferred Experience list item.</p> <p>Preferred Experience</p>

Oracle Job Posting Form Screenshot:

Posting Information

Posting Title: Senior Benefits Specialist

Job Descriptions

*Visible: Internal and External

*Description Type: Preferred Experience

*Description: Human Resources Generalist 1

Description:

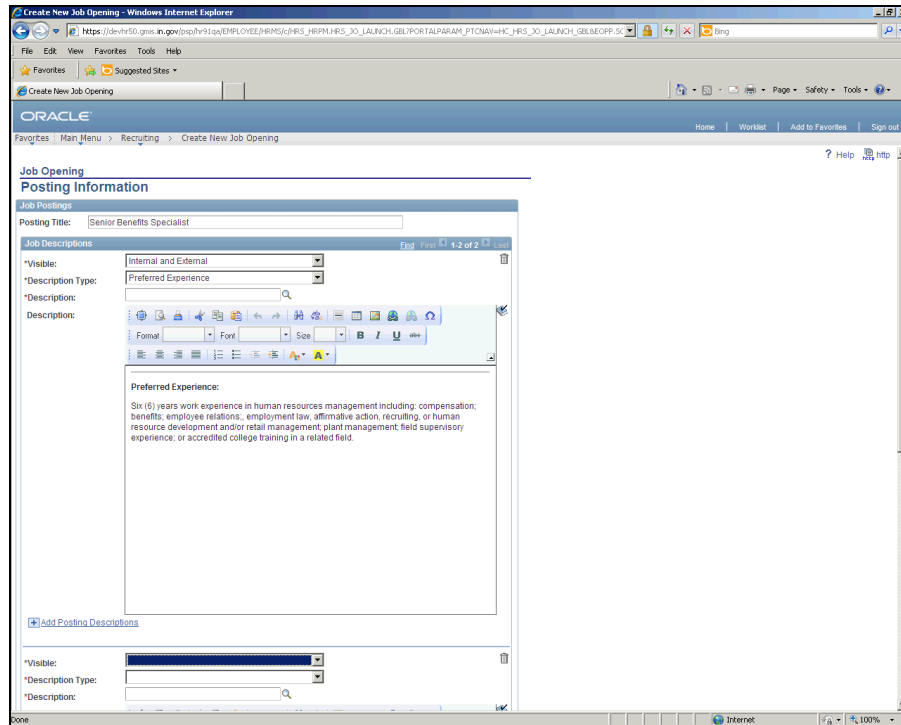
Preferred Experience:


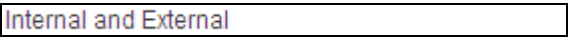


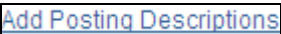



Six (6) years work experience in human resources management including: compensation, benefits; employee relations; employment law, affirmative action, recruiting, or human resource development and/or retail management, plant management, field supervisory experience, or accredited college training in a related field.

[Add Posting Descriptions](#)

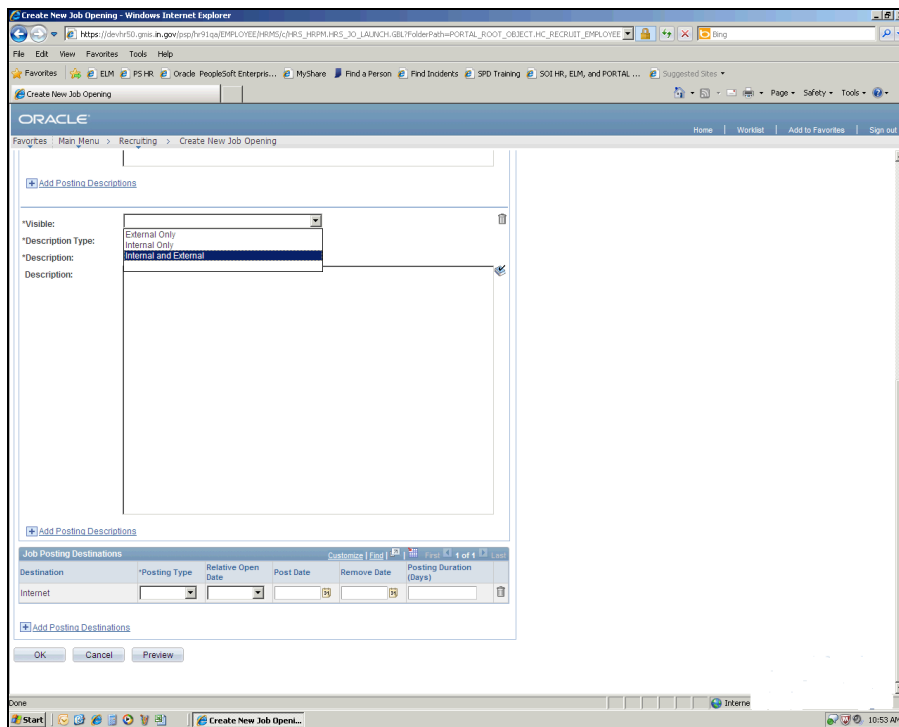
Destination	Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet					

Step	Action
34.	<p>Please do not delete the line or the header that automatically appear in the narrative box. Deleting these will cause formatting problems in the posting on the job bank.</p> <p>Click the Add Posting Descriptions link.</p> <p>+ Add Posting Descriptions</p>

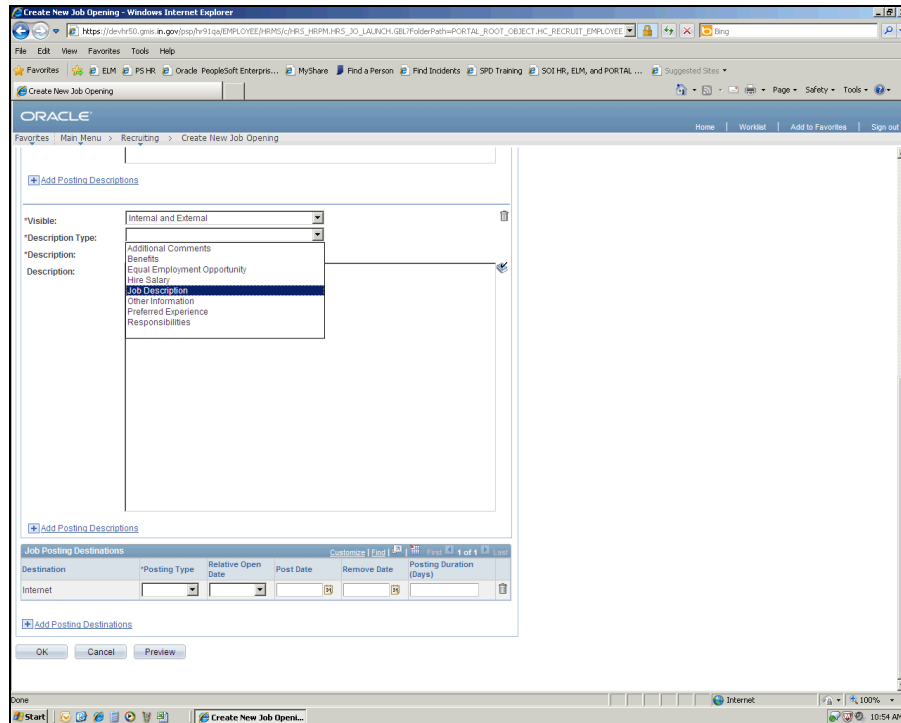


Step	Action
35.	Click the Visible list. 
36.	Click the Internal and External list item. 
37.	Click the Description Type list. 
38.	Click the "Description Type" field drop-down menu and select Benefits from the list of values. The benefits statement will automatically populate. Click the Benefits list item. 
39.	Click the Add Posting Descriptions link. 
40.	Select the "Visible" drop down menu. Click the Visible list. 
41.	Click the Internal and external list item. 
42.	Click the Description Type list. 

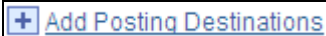


Step	Action
43.	<p>Click the "Description Type" field drop-down menu and select Equal Employment Opportunity from the list of values. The EEO statement will automatically populate.</p> <p>Click the Equal Employment Opportunity list item.</p> <p>Equal Employment Opportunity</p>
44.	<p>Click the Add Posting Descriptions link.</p> <p>Add Posting Descriptions</p>
45.	<p>Select the "Visible" drop down menu.</p> <p>Click the Visible list.</p> <p>Visible</p>

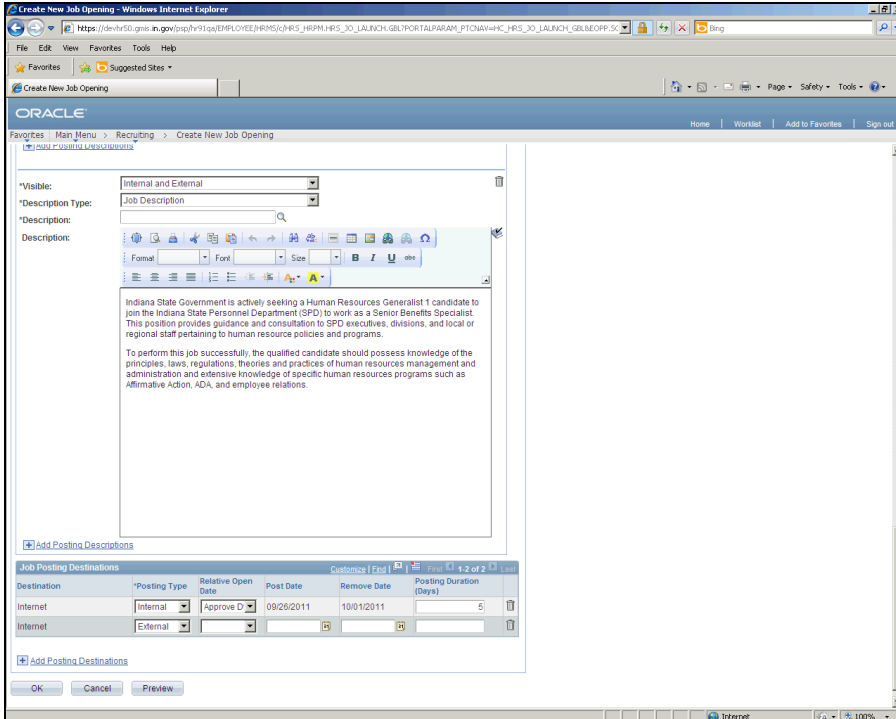



Step	Action
46.	<p>Select Internal and External</p> <p>Internal and External</p>

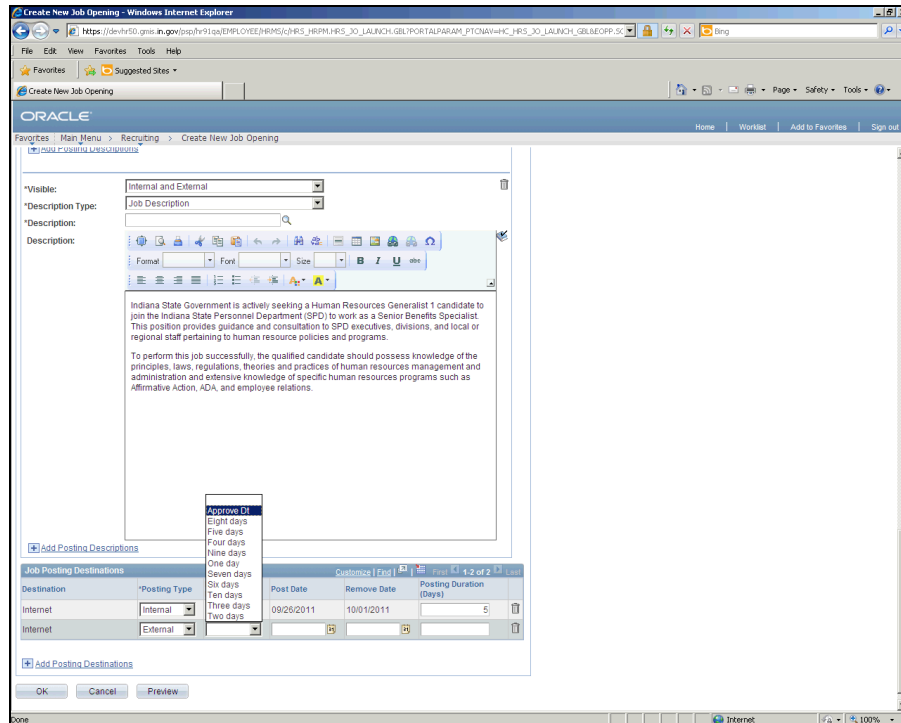



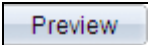
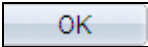


Step	Action
47.	<p>Click the "Description Type" field drop-down menu and select Job Description from the list of values. The job description will not populate automatically.</p> <p>When crafting the verbiage for this section, utilize information from the work profile, benchmark, or job description to give a brief "at a glance" view of the job. The job description should read like a newspaper ad in an effort to draw quality candidates into your applicant pool. The full job description can be provided to the candidate(s) during the interview process.</p> <p>Click the Job Description list item.</p> <p>Job Description</p>
48.	<p>Click the Posting Type list.</p> <p>Posting Type</p>
49.	<p>If necessary, continue to add Posting Descriptions for Responsibilities, Hire Salary, Additional Comments, etc. Once the posting information is complete, move to the Job Posting Destination section.</p> <p>The Internet destination is provided for you. Please locate the Posting Type drop down menu.</p> <p>Click the Internal list item.</p> <p>Internal</p>
50.	<p>Click the Relative Open Date list.</p> <p>Relative Open Date</p>
51.	<p>Select the Relative Open Date field from the drop down menu. Note: This action will populate the Post Date field.</p> <p>Click the Approve Dt list item.</p> <p>Approve Dt</p>
52.	<p>Enter the desired information into the Posting Duration (Days) field. Enter "5".</p>



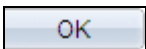

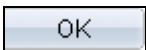

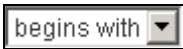

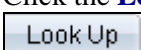
Step	Action
53.	<p>Note: Pressing the Tab key will populate the Remove Date field.</p> <p>Press [Tab].</p>
54.	<p>Click the Add Posting Destinations button.</p> 
55.	<p>The Internet destination is provided for you. Please locate the "Posting Type" drop down menu.</p> <p>Click the Posting Type list.</p> 
56.	<p>Click the External list item.</p> 

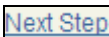




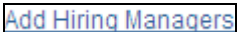







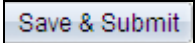
Step	Action
57.	<p>Click the Relative Open Date list.</p> 



Step	Action
58.	<p>Select the Relative Open Date field from the drop down menu.</p> <p>Click in the Approve Date field.</p> 
59.	<p>Enter the number of days you want the posting to be open.</p> <p>Enter the desired information into the Posting Duration (Days) field. Enter "5".</p>
60.	<p>Note: Pressing the Tab key will populate the Remove Date field.</p> <p>Press [Tab].</p>
61.	<p>Click the Preview button.</p> 
62.	<p>Review the information and formatting on this page, as this will be what the candidates will see when it is posted on the job bank. Any necessary changes can be made by clicking on the Return to Previous Page link.</p> <p>Click the Return to Previous Page link.</p> 
63.	<p>Click the OK button.</p> 
64.	<p>Click the Next Step link.</p> 
65.	<p>The recruiter will add appropriate information on Education/Experience page.</p> <p>Click the Next Step link.</p> 

Step	Action
66.	Click the Load from Question Sets link. Load from Question Sets
67.	Click the Core SOI questions option. Also at this step you can select any other appropriate question sets. Note: The 'Core SOI questions' set is required for all job postings. Click the Core SOI Questions option. 
68.	Click the Human Resources option. 
69.	Click the OK button. 
70.	If a question in the selected Question Set is not applicable for the position you are posting, you may delete that question by clicking on the trash can icon located on the same row as the question. NOTE: Do not remove any of the Core SOI questions. Click the Trash Can Icon link. 
71.	A Delete Confirmation box will open. Click the OK button. 
72.	Click the button of the scrollbar.
73.	The Family Medical Leave question has been removed from the set of screening questions for a job posting. Press [Enter] .
74.	You also have the option to add individual screening questions. For this example, we will add the FMLA question back into our question set. Click the Add Screening Questions link. Add Screening Questions
75.	Click the Magnifying Glass button. 
76.	The "Look Up Question ID" box opens. Click on the drop-down menu for the Description Field. Click the Description list. 
77.	Click the contains list item. 
78.	Enter the desired information into the Description field. Enter "family" .
79.	Click the Look Up button. 
80.	Click the Family Medical Leave Act link. Family Medical Leave Act

Step	Action
81.	<p>The Family Medical Leave Act question has been inserted into the list of desired questions for the candidates to answer.</p> <p>Continue to add question sets and add or delete individual questions until you have entered all the screening questions needed for this job posting.</p> <p>Press [Enter].</p>
82.	<p>You can review the complete screening question library by contacting your agency recruiter/advisor to obtain a copy of the most current version. You can also request from your agency recruiter/advisor that a specific screening question be added to the library, which will allow you to screen candidates for specific experience.</p> <p>Press [Enter].</p>
83.	<p>You can click on the Hiring Team link or the Next Step link to continue.</p> <p>Click the Next Step link.</p> <p></p>
84.	<p>Click the Add Recruiters link.</p> <p></p>
85.	<p>Click in the Name Field and enter the recruiter's name (example: Heather Whitaker) or look up the recruiter's name by clicking on the magnifying glass.</p> <p>Click the Look up Recruiter ID button.</p> <p></p>
86.	Enter the desired information into the Name field. Enter " Heather ".
87.	<p>Click the Look Up button.</p> <p></p>
88.	<p>Click the Heather Whitaker link.</p> <p></p>
89.	<p>Click the Add Hiring Managers link.</p> <p></p>
90.	<p>You may either click in the Name Field or enter the hiring manager's name (example: Nicole Russell) or you may look up the hiring manager's name by clicking on the magnifying glass.</p> <p>For this example, click the Look up Manager ID button.</p> <p>Click the Look up Manager ID button.</p> <p></p>
91.	Enter the desired information into the Display Name field. Enter " nicole ".
92.	<p>Click the Look Up button.</p> <p></p>
93.	<p>Click the Nicole Russell link.</p> <p></p>

Step	Action
94.	<p>You may add "Interested Parties" to the Hiring Team screen. An "Interested Party" is used for interview purposes. They can view applicants but they have no access to edit the job opening.</p> <p>Click the Add Interested Parties link.</p> <p>Add Interested Parties</p>
95.	<p>You can type in the name of the Interested Party or use the Magnifying Glass look up option to search.</p> <p>Click the Magnifying Glass button.</p> <p></p>
96.	Enter the desired information into the Name field. Enter " sherry stolle ".
97.	<p>Click the Look Up button.</p> <p></p>
98.	<p>Click the Sherry Stolle link.</p> <p>Sherry Stolle</p>
99.	<p>You can add more than one recruiter, hiring manager, or interested party. If you do so, you will need to select the primary recruiter and or hiring manager by clicking in the primary checkbox.</p> <p>Press [Enter].</p>
100.	<p>You can either click 'Save as Draft' if you are not completely finished creating the posting or you can click 'Save & Submit' to start the approval process. If you click 'Save & Submit', the posting will be routed to the Hiring Manager's supervisor for approval.</p> <p>Once approved, a workflow message will be sent to the recruiter who will then review, edit if necessary, approve, and submit the posting to the job bank.</p> <p>Click the Save & Submit button.</p> <p></p>
101.	Press [Enter] .
102.	End of Procedure.

Modify/Approve/Deny a Job Opening

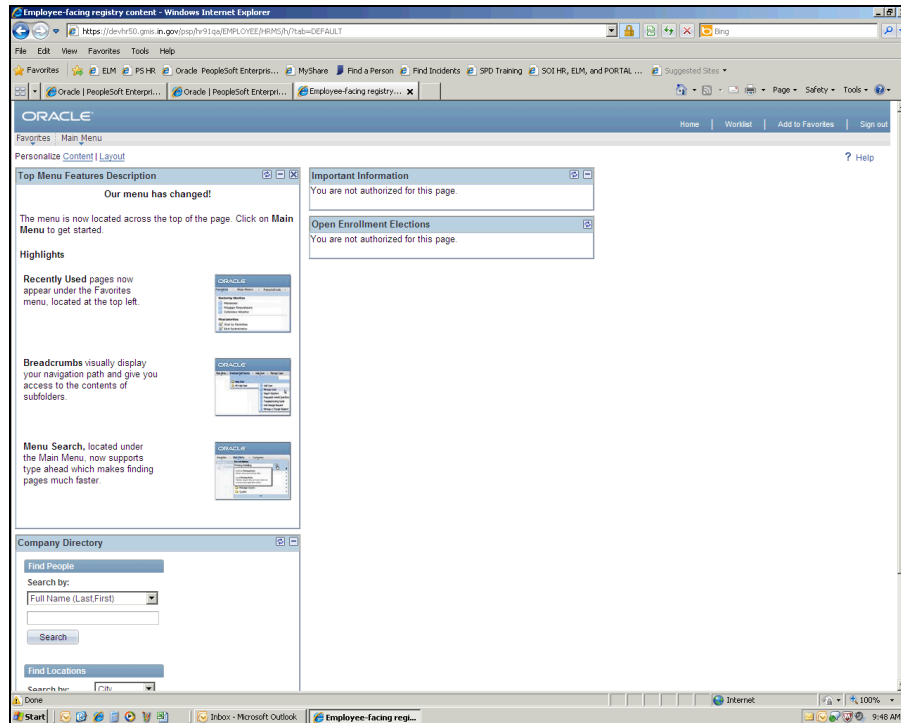
Modify/Approve/Deny a Job Opening:

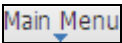
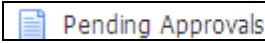
This section is used by the Hiring Manager and/or the Hiring Manager's Supervisor. In this topic, you will learn how to modify, approve, or deny job postings. This feature is used to ensure the job postings contain required information before appearing on the job bank.

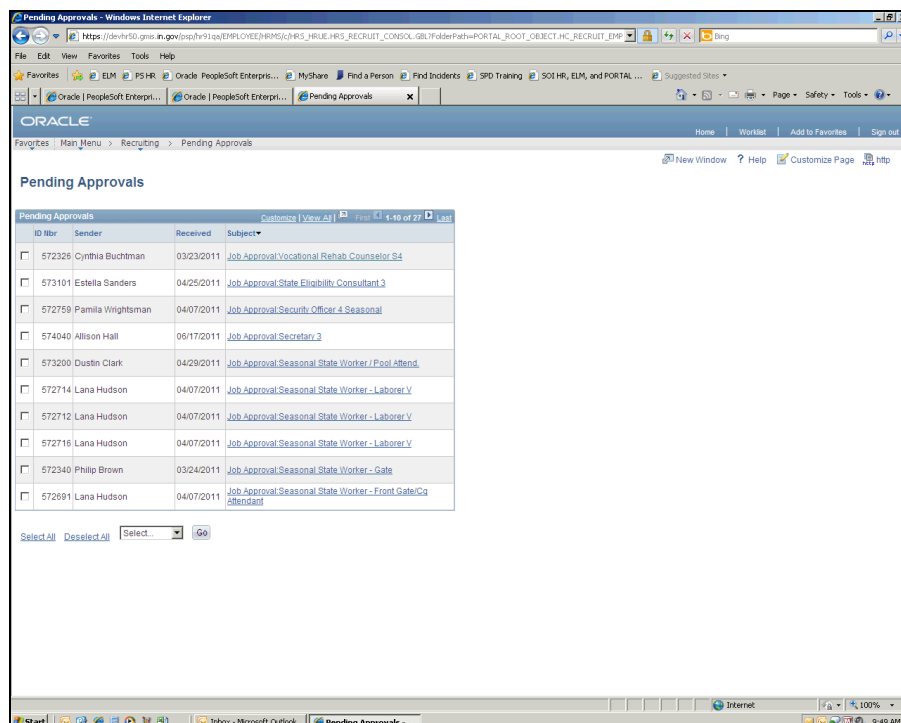
Procedure


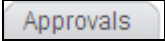
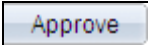

This module covers how to view a job posting and approve it.

For quick approvals/denials, utilize the checkboxes next to each pending approval and use the Select drop-down at the bottom of the page to approve or deny a group of postings. To submit your selections, click the go button.



Step	Action
1.	Click the Main Menu button. 
2.	Point to the Recruiting menu.
3.	Click the Pending Approvals link. 



Step	Action
4.	<p>Click on the job title link you wish to approve.</p> <p>Click the Job Approval: Security Officer 4 Seasonal link.</p> 
5.	<p>The supervisor can modify the job posting by selecting any of the tabs at the top and edit the fields as needed.</p> <p>Click the Approvals tab.</p> 
6.	<p>The supervisor can approve or deny the job posting at this stage by selecting the appropriate button.</p> <p>Click the Approve button.</p> 
7.	<p>Press the left mouse button over the scrollbar and drag the scrollbar to the bottom of the page.</p> <p>Click the scrollbar.</p>
8.	<p>Click the Save link.</p> 
9.	<p>End of procedure</p> <p>End of Procedure.</p>

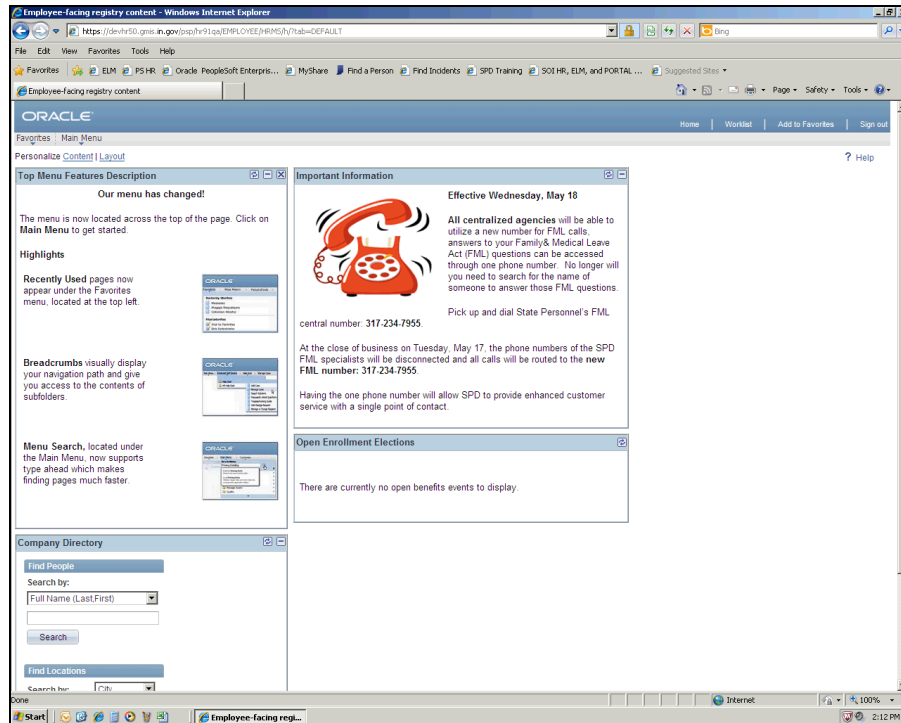
View Applicant Profile



View Applicant Profile:

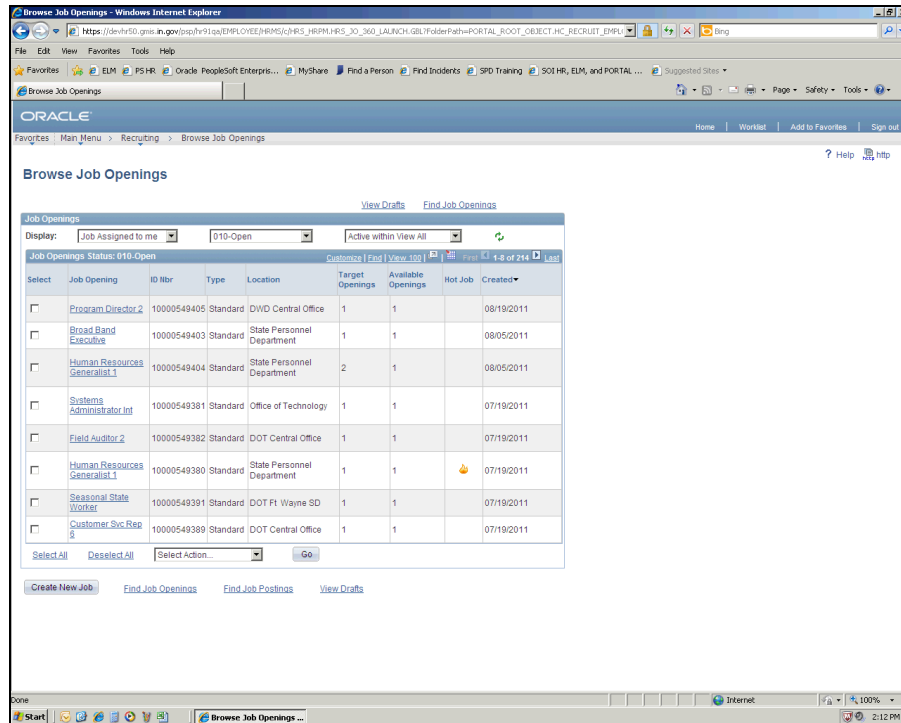
This section is used by the Hiring Manager to view an applicant's profile. This feature allows users to view the following applicant information:


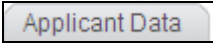

- Work Experience
- Education
- Training
- Licenses and Certificates
- Other additional information the applicant provides (i.e DD214)
- Resume (if provided)

Procedure



Step	Action
1.	Click the Main Menu button. 
2.	Point to the Recruiting menu.
3.	You will be able to view an applicant's profile to determine if they possess the preferred experience for the position. Click the Browse Job Openings menu. 



Step	Action
4.	Click the Program Director 2 link. 
5.	Click the Applicant Name link.
6.	Click the Applicant Data tab. 
7.	Scroll until you find the application submitted for your job opening ID. Click the scrollbar.
8.	Click the Application Icon button. 

Oracle Job Openings - Windows Internet Explorer

https://dmrfs01.gns.mg.gov/jsp/r91eq/EMPLOYEE/HRMS/c/NRS_HBPM/HRIS_30_360_LAUNCH.GBL?FolderPath=PORTAL_ROOT_OBJECT_HC_RECRUIT_ENPRV

Oracle

Manage Applicant: Rachel Scudder

Application Details

Applicant Name: Rachel Scudder

Applicant ID: 5642

Save & Continue Save & Submit Cancel Return to Previous Page

Resume Text

Resume Title:

Language Code: English

Resume Text

Add Resume Attachment

Attachments

No attachment has been uploaded to this applicant's profile

Add Attachment Delete Attachment

Preferences

Desired Start Date:

Regular/Temporary: Regular Full/Part-Time: Full-Time

Willing to Relocate: Willing to Travel: Travel Percentage: None

Step	Action
9.	<p>You will be able to view the applicant's profile.</p> <p>Click the scrollbar.</p>

Oracle Job Openings - Windows Internet Explorer

https://dmrfs01.gns.mg.gov/jsp/r91eq/EMPLOYEE/HRMS/c/NRS_HBPM/HRIS_30_360_LAUNCH.GBL?FolderPath=PORTAL_ROOT_OBJECT_HC_RECRUIT_ENPRV

Oracle

Personal Information

Eligible to Work in U.S.: Yes

Are you a former employee: Not a Previous Employee

Previous Termination Date:

Referral Source

Source ID: Job Posting

Sub Source ID:

Specific Referral Source:

Prior Conviction Information

Prior Conviction	Description
1 No	

Work Experience

Start Date	End Date	Employer	Edit Employment History
11/26/1984	07/26/2011	IN State Government	Edit Employment History

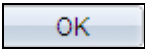
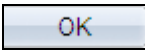
Add Work Experience

Education Level

Highest Education Level: H-Some Graduate School

Training

Course Title	School Name	Course Date
Family Medical Leave		11/17/1999
PeopleSoft User Training		03/22/2000
Progressive Discipline**		03/23/2000
Progressive Discipline**		07/17/2000

Step	Action
10.	<p>Click the Edit Employment History link.</p> <p>This link will allow you to view the applicant's work experience.</p> <p>Edit Employment History</p>
11.	<p>Review the employment details.</p> <p>Click the OK button.</p> <p></p>
12.	<p>To view education information you will need to scroll down to the degree area.</p> <p>Click the scrollbar.</p>
13.	<p>Click the Bachelor of Arts link.</p> <p>This link will allow you to view the education information. If there are no degrees listed in this section, the applicant either does not have a degree or did not list one. If a degree is required for your position, the applicant will need to update their application to include this information.</p> <p>Bachelor of Arts</p>
14.	<p>Review the education details.</p> <p>Click the OK button.</p> <p></p>
15.	Click the scrollbar.
16.	<p>Other additional information the applicant has provided can also be viewed on this page.</p> <p>Click the Return to Previous Page link.</p> <p>Return to Previous Page</p>
17.	<p>Choose the Applicant List link to return to the manage applicant list.</p> <p>Click the Applicant List link.</p> <p>Applicant List</p>
18.	<p>You have now learned how to view an applicant profile.</p> <p>End of Procedure.</p>

Interviews

Interviews:

In this section you will learn how to

- Manage interviews
- Create interview evaluations

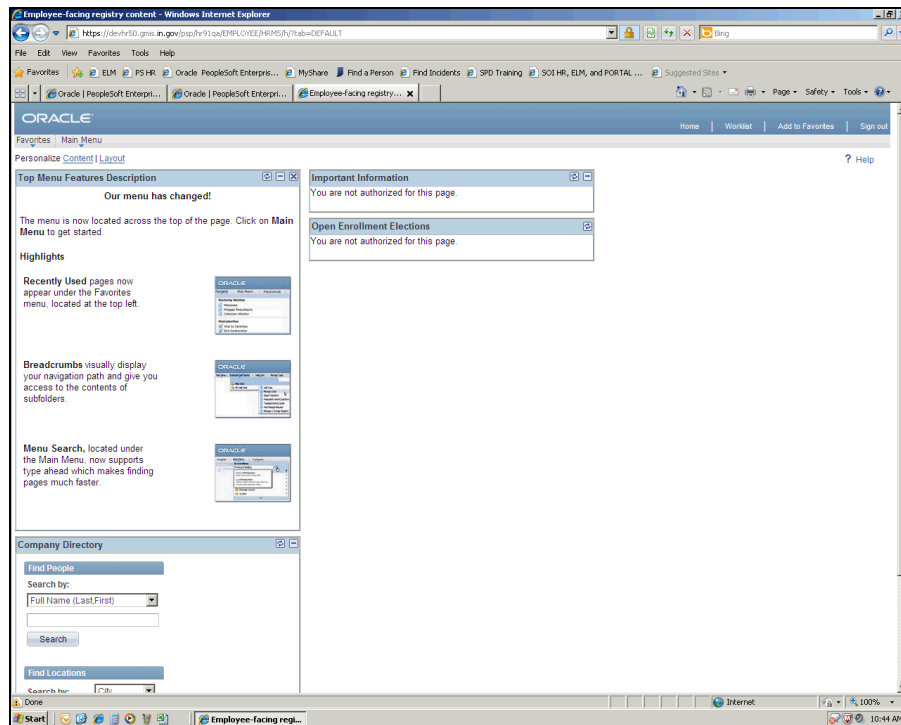
Manage Interview Schedule


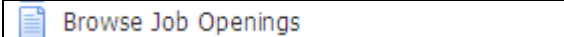
Manage Interview Schedule:

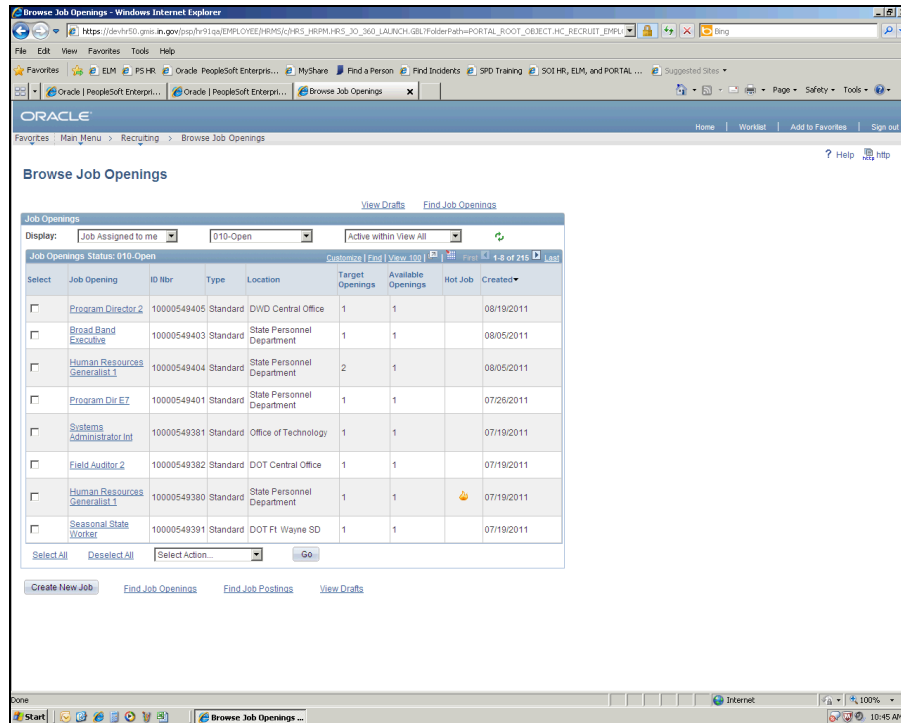
This section is used by the Hiring Manager to reflect applicants chosen to be interviewed. In this topic you will learn how to create interview schedules and confirm interview information with applicants and interview team members.



Your goal is to view a summary of an applicant's interview schedule and navigate to the supporting detail pages.

Procedure



Step	Action
1.	Click the Main Menu button. 
2.	Point to the Recruiting menu.
3.	Click the Browse Job Openings menu. 



Step	Action
4.	<p>Locate the title of the Job Opening in the Job Opening Column and by the correct requisition number in the ID# column.</p> <p>Click the Program Director 2 link.</p> <p><u>Program Director 2</u></p>
5.	<p>Locate the applicant to select an action for.</p> <p>Click the Take Action field drop-down menus button.</p> <p>Click the Select Action list.</p> <p><u>Select Action...</u></p>
6.	<p>Click the Manage Interviews list item.</p> <p><u>Manage Interviews</u></p>
7.	<p>Click the Expand section button.</p> <p>This is located next to the applicant's name.</p> <p></p>
8.	<p>Click the Expand section button.</p> <p></p>
9.	<p>Click in the Interview Type field drop-down menu button.</p> <p>Click the Inhouse1 list item.</p> <p><u>Inhouse1</u></p>
10.	<p>Click in the Date field.</p> <p><input type="text"/></p>
11.	<p>Enter the desired information into the Date field. Enter "08/22/11".</p>

Step	Action
12.	Enter the desired information into the Start Time field. Enter " 9:00AM ".
13.	Press [Tab] . Enter the End Time .
14.	Click in the Interviewer ID field. <input type="text"/>
15.	Enter the desired information into the Interviewer ID field. Enter " 10000021673 ".
16.	Click the Notify Interview Team option. The interview team should be notified by phone. This checkbox is optional and should be used only for confirmation purposes. This sends a system-generated reminder to the applicant. <input type="checkbox"/> Notify Interview Team
17.	Click the Notify Applicant option. The Hiring Manager must notify the applicant by phone to schedule and/or confirm the interview date, time and location. This checkbox is optional and should be used only for confirmation purposes. This sends a system-generated reminder to the applicant. <input type="checkbox"/> Notify Applicant
18.	Click the Submit button. <input type="button" value="Submit"/>
19.	End of Procedure.

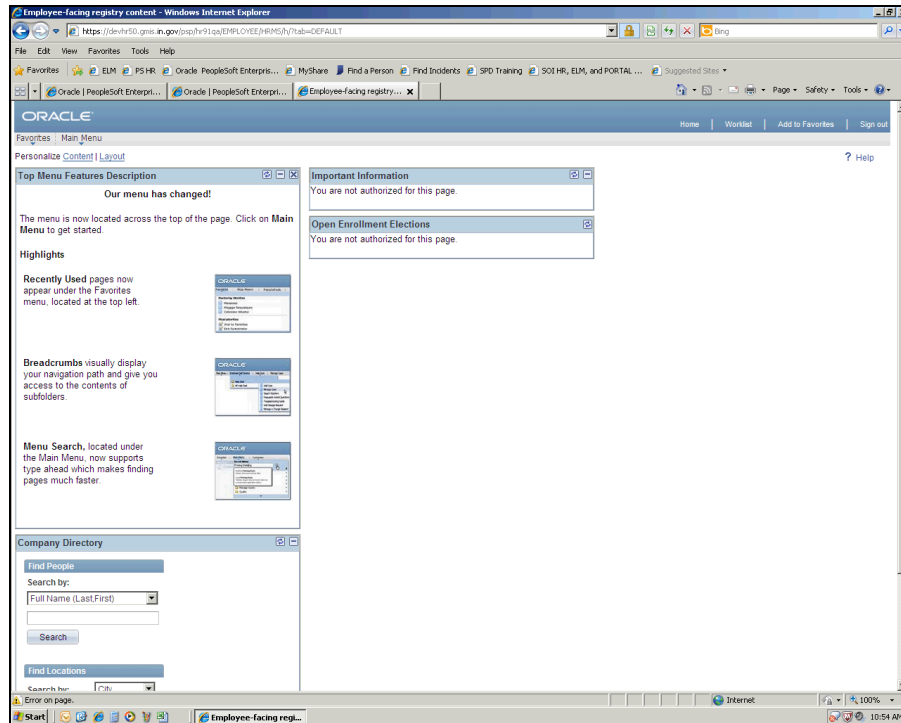
Create/Complete Interview Evaluation

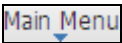

Create/Complete Interview Evaluation:

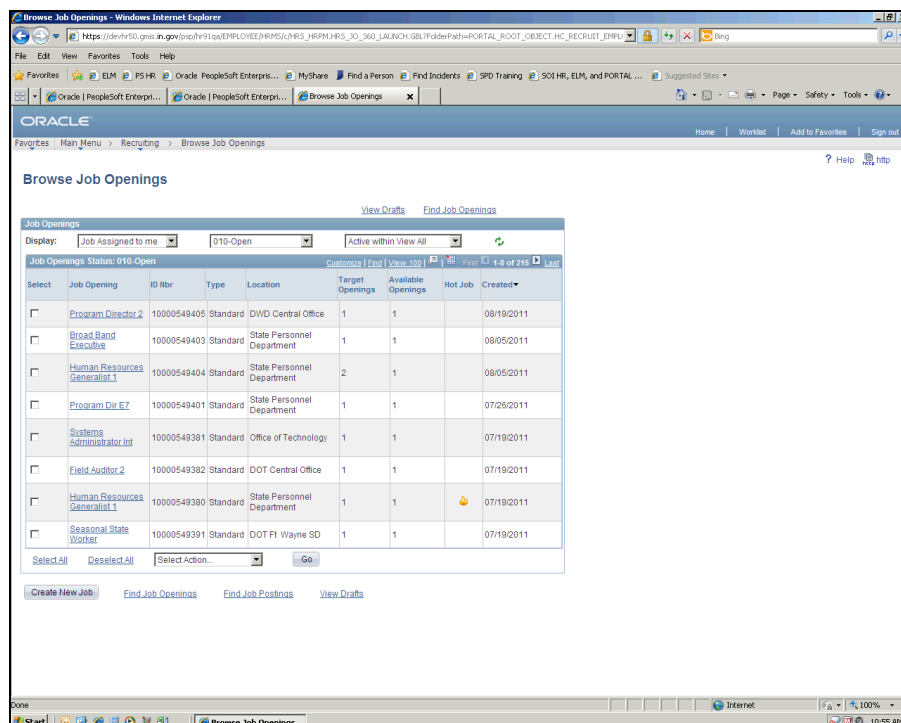
This section is used by the Hiring Manager and/or interview team to document interview notes for all applicants interviewed. In this topic you will learn how to enter interview notes and ratings for all applicants chosen for interviews.

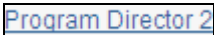

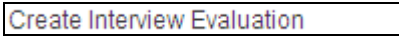




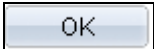
Your goal is to view a summary of how to create/complete an interview evaluation and navigate to the supporting detail pages.

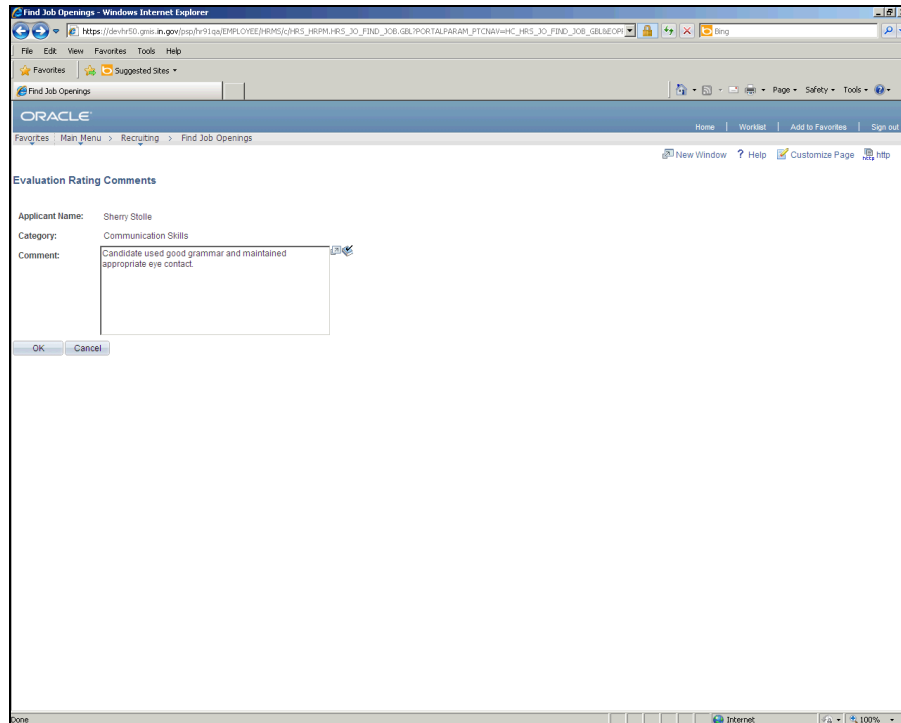
Procedure



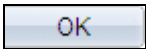
Step	Action
1.	Click the Main Menu button. 
2.	Point to the Recruiting menu.
3.	Click the Browse Job Openings menu. 



Step	Action
4.	<p>Click the Program Director 2 link. This is under the Job Opening column.</p> 
5.	<p>Locate the candidate for whom you want to create an interview evaluation.</p> <p>Click the Select Action dropdown button to activate the menu.</p> 
6.	<p>Click the Create Interview Evaluation list item.</p> 
7.	<p>Click the Interview Type field drop down menu button.</p> <p>Click the Inhouse1 list item.</p> 
8.	<p>Click the Interview Rating list item.</p> <p>Choose the rating that best reflects the applicant's responses to the corresponding interview questions.</p> <p><i>Note: A numeric score will populate based on the interview rating chosen.</i></p> 
9.	<p>Click the Comments button.</p> 
10.	<p>Enter the desired information into the Comment field. Enter "Candidate used good grammar and maintained appropriate eye contact".</p> <p>Comments should be objective statements based on the candidate's responses to interview questions.</p>
11.	<p>Click the Spell Check Icon button.</p> 
12.	<p>Click the OK object.</p> 



Step	Action
13.	Click the OK button.



Manage Applicant: Sherry Stolle
Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

Sherry Stolle



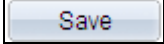
Applicant ID: 2912 Applicant Name: Sherry Stolle
Job Opening ID: 10000548405 Posting Title: Program Director 2

Interview Date: 08/19/2011 Interview Type: Inhouse1

Category	Interview Rating	Score	Comments
Communication Skills	Average	5	
Customer Service	Average	5	
Education/Training		0	
Initiative		0	
Judgement		0	
Planning & Organizing		0	
Teamwork/Leadership		0	
Technical Skills		0	
Work Experience		0	

Recommendation

Overall Rating:
Recommendation:
General Comments:

Step	Action
14.	<p>Please continue to add ratings and comments for all categories.</p> <p>Note: If you have additional summarizing comments, enter them into the General Comments field at the bottom of the screen.</p> <p>Click the scrollbar.</p>
15.	<p>Click the Overall Rating field drop-down menu button. Choose the rating which best represents the overall interview evaluation.</p> <p>Click the Average list item.</p> 
16.	<p>Click the Recommendation field drop-down menu button. Choose the recommendation that represents the overall interview evaluation.</p> <p>Click the Make Offer list item.</p> 
17.	<p>Please review to ensure all of the information has been completed.</p> <p>Click the Save button.</p> 
18.	<p>End of Procedure.</p>

Reports

Reports:

In this section you will learn how to

- Print applications by applicant ID
- Print applications by job opening

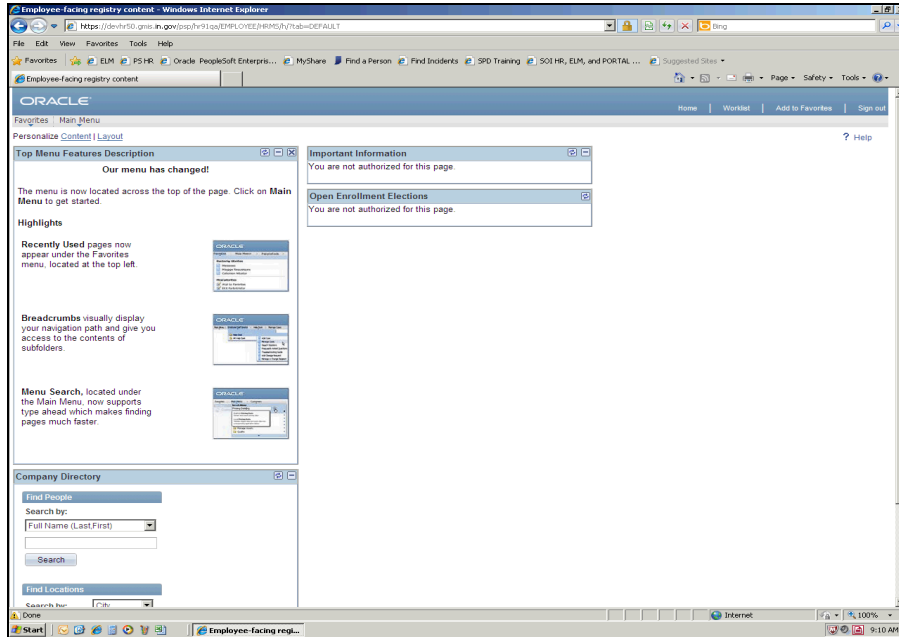
Internal Application Print by Applicant




Internal Application Print by Applicant:

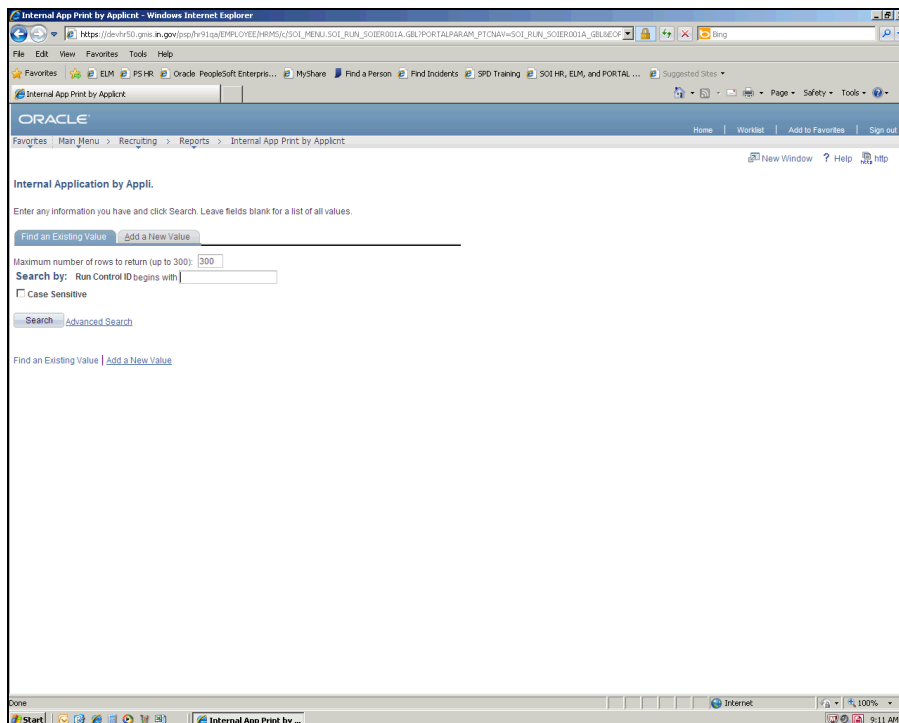
This section is used by Hiring Managers and HR staff to print applications by the applicant ID. The application will appear as a PDF after you have run the report based on the applicant ID.

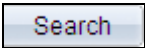

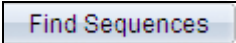
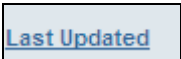


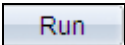
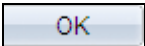
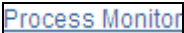
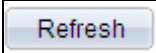
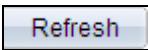

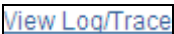
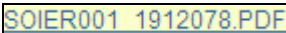
In this topic, you will learn how to print applications by the applicant ID. This feature is primarily used when you are interested in looking only at one application at a time.

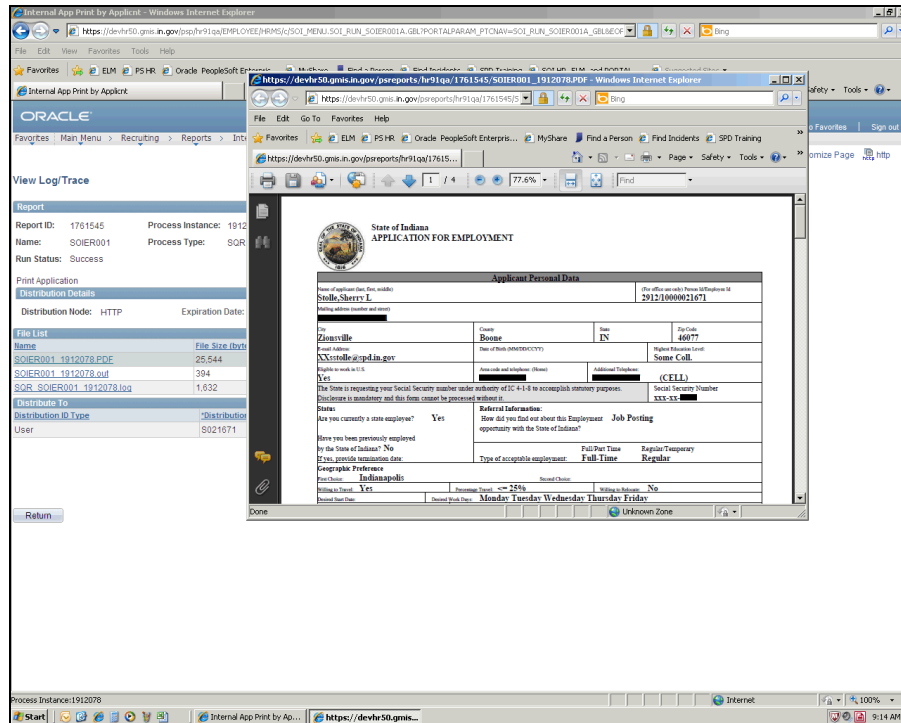
Procedure




Step	Action
1.	Click the Main Menu button. 
2.	Point to the Recruiting menu.
3.	Click the Reports menu. 
4.	Click the Internal App Print by Applicant link. 



Step	Action
5.	Enter the desired information into the Run Control ID field. Enter " RUN ".
6.	Click the Search button. 
7.	Click in the Applicant ID field. 
8.	Enter the desired information into the Applicant ID field. Enter " 2912 ".
9.	Click the Find Sequences button. 
10.	You may want to sort the applications by submission date in order to identify the most recently submitted application. To sort by submission date, click on the Last Updated column header until the most recent application appears at the top of the list. Click the Last Updated option. 
11.	If the applicant has more than three applications you can view all or view 100 to see all applications for this Applicant ID. In this example, the applicant has 116 applications. Click the View 100 link. 
12.	Click the checkbox next to the application you wish to print. Click the Select option. 
13.	Click the Run button. 
14.	Click the OK button. 
15.	Click the Process Monitor link. 
16.	Click the Refresh button. 
17.	Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column. Click the Refresh button. 
18.	Click the Details link. 
19.	Click the View Log/Trace link. 
20.	Click the SOIER001_1912078.PDF link. 



Step	Action
21.	<p>From here you can choose to print, save, email or simply review the PDF of applications. For this example we will print the application.</p> <p>Click the Print button.</p> 
22.	<p>End of Procedure.</p>

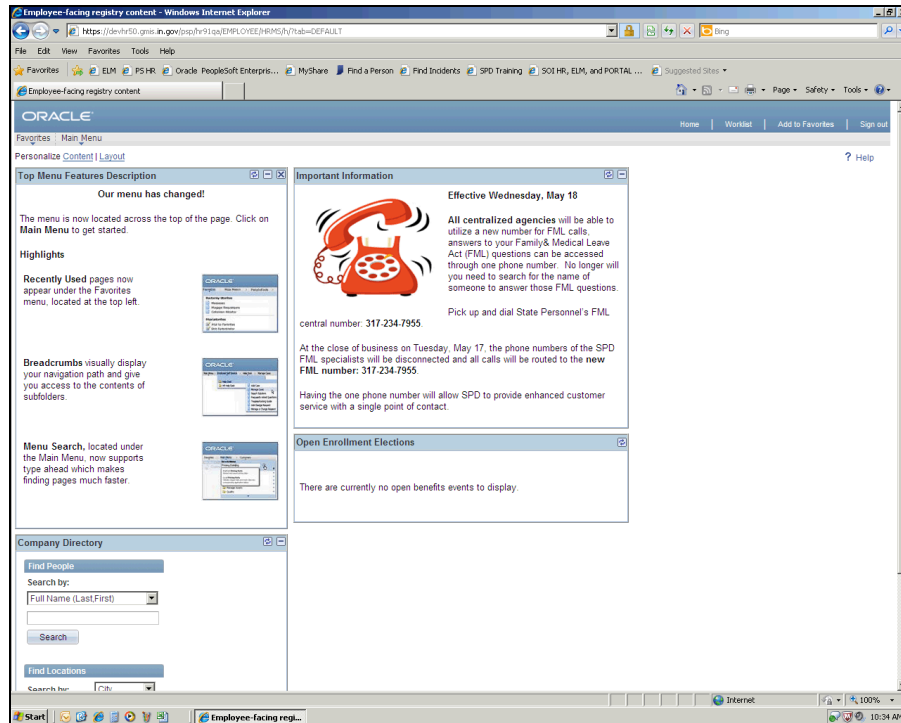
Internal Application Print by Job Opening

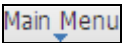
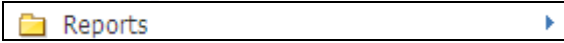

Internal Application Print by Job Posting:

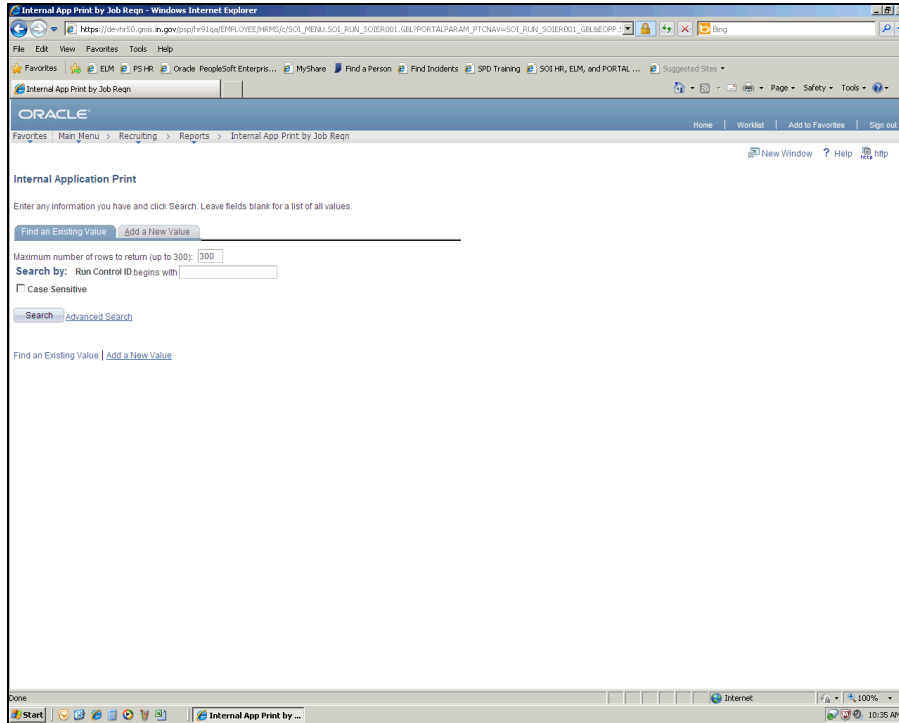
This section is used by Hiring Managers and HR staff to print applications by job opening ID.

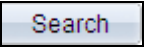



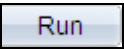
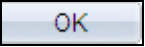

In this topic, you will learn how to print applications by the job opening ID. This feature is primarily used when you are interested in looking at all applicants or a select group of applicants who have applied to your posting (i.e all applicants in the "route" status). The applicants will appear in one PDF document based on the job opening ID and the number of applicants selected.

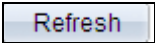

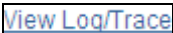
Procedure

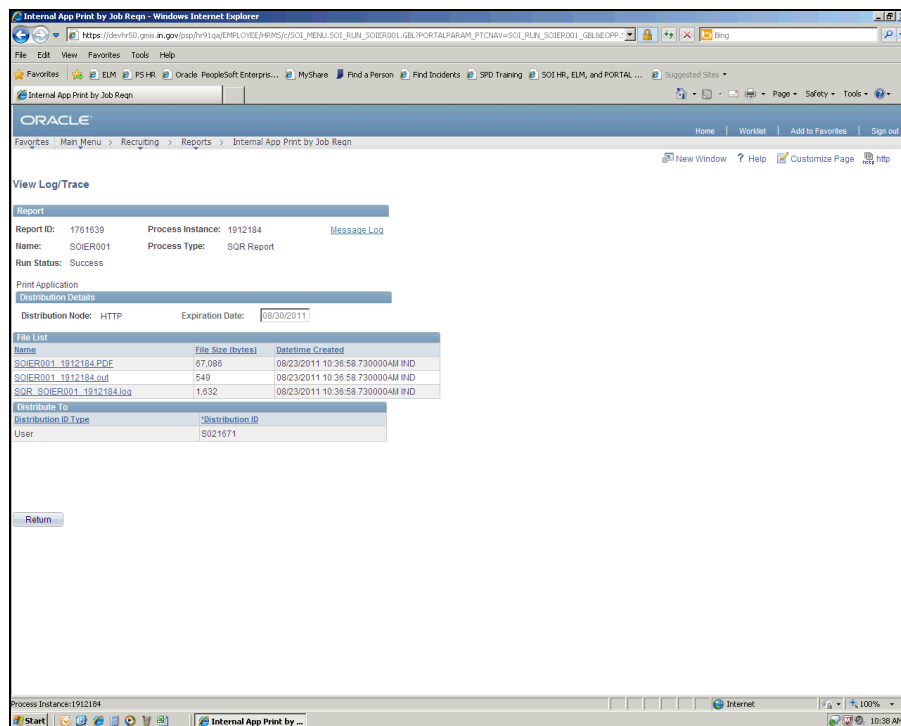




Step	Action
1.	Click the Main Menu button. 
2.	Point to the Recruiting menu.
3.	Click the Reports menu. 
4.	Click the Internal App Print by Job Reqn link. 



Step	Action
5.	Enter the desired information into the Run Control ID field. Enter " RUN ".
6.	Click the Search button. 
7.	Enter the desired information into the Job Opening ID field. Enter " 549405 ".
8.	When you want to print applications for the candidates whose applications have been screened and routed, click in the Status field and enter 050 (for routed status) or click on the Magnifying Glass button to search for and select the 050-Route status. Click the Magnifying Glass button. 
9.	Click the 050 link. 
10.	Click the Find Applicants button. 
11.	Click the Select All Applicants option.
12.	Click the Run button. 
13.	Click the OK button. 
14.	Click the Process Monitor link. 


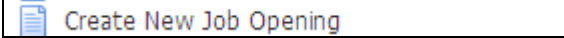




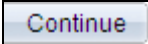
Step	Action
15.	Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column. Click the Refresh link. 
16.	Click the Details link. 
17.	Click the View Log/Trace link. 












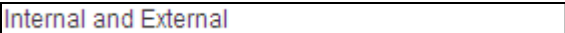


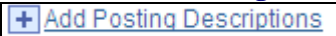




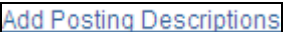
Step	Action
18.	Click the SOIER001_1912184.PDF link. 
19.	From here you can choose to print, save, e-mail or simply review the PDF of applications. For this example we will print the applications. Click the Print button. 
20.	End of Procedure.





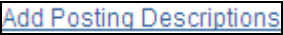






Appendixes

Appendix A: Create a Job Opening Job Aid

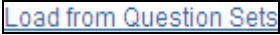


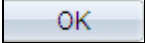


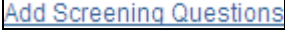




Step	Action
	Click the Main Menu button. 
	Point to the Recruiting menu.
	Click the Create New Job Opening menu. 
	Leave Job Opening Type as Standard Requisition. Click in the Business Unit field. 
	Enter the desired information into the Business Unit field. Enter a valid value e.g. "00070".
	Press [Tab] .
	Type in the SHC-approved position number OR click on the magnifying glass to search for the SHC-approved position number. Click the Position Number button. 
	Click the scrollbar. 
	Click the 10002771 link. 
	If necessary, change the posting title to reflect the working title. For this example, please highlight the posting title, press the delete key, and type in "Senior Benefits Specialist". Click in the Posting Title field.
	Press [Backspace] .
	Enter the desired information into the Posting Title field. Enter a valid value e.g. " Senior Benefits Specialist ".
	Click the Continue button. 
	Review the information on the page. If you are posting just one position, no changes are necessary on this page. If, however, you are attaching more than one position number to this posting (where the job classification and location are the same), click in the Target Openings field and enter the total number of positions that will be attached to this job opening ID number. For this example, enter the number "2" and Tab out of the field. Press [Enter] .



Step	Action
	Enter the desired information into the Target Openings field. Enter a valid value e.g. "2".
	Press [Tab] .
	<p>You will receive an error message.</p> <p>Click the OK button.</p> 
	<p>The number of available openings will auto-populate to match the number in the Target Openings Field.</p> <p>Press [Enter].</p>
	<p>Scroll down until you can view the Positions box.</p> <p>Click the button of the scrollbar.</p>
	<p>Click the Add Positions link if you are attaching more than one position. In this example, we are attaching two positions.</p> <p>Click the Add Positions link.</p> 
	<p>A blank field appears in which you can place an additional SHC- approved job title/position number.</p> <p>Click the Magnifying Glass button.</p> 
	<p>A Look Up Position box opens. Search for the position by entering the position number, the job title, or the job code. Again, the position must have first been approved by the Strategic Hiring Committee in order for you to attach it to this job posting.</p> <p>Press [Enter].</p>
	<p>Click on the HR Generalist 1 position that has been approved by the Strategic Hiring Committee and that you wish to add to this job posting.</p> <p>Click the 10002764 link.</p> 
	<p>The additional Human Resources Generalist 1 position title and position number have been added to the Positions box.</p> <p>To add more position numbers, continue to repeat this process until all positions have been entered. Make sure the number in the Target Openings match the total number of position numbers you have entered in the list. Remember all positions you add must have been approved by SHC.</p> <p>Press [Enter].</p>
	<p>Optional: if you desire, you may enter the name(s) of the employee(s) being replaced in this box. You may also click on the magnifying glass to search for the employee name(s).</p> <p>Press [Enter].</p>
	<p>You may click the Next Step link to continue.</p> <p>Click the Next Step link.</p> 





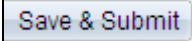
Step	Action
	<p>Review the information on Min Requirements page; however, make no changes. You can click on the Next Step link to continue.</p> <p>Click the Next Step link.</p> 
	<p>You may review the information on this page. If necessary, the Recruiter will add information on this page. You can click Next Step link to continue.</p> <p>Click the Next Step link.</p> 
	<p>Click the Add Job Postings link.</p> 
	<p>Select the "Visible" drop down menu.</p> <p>Click the Visible list.</p> 
	<p>Click the Internal and External list item.</p> 
	<p>Click the Description Type list.</p> 
	<p>Click the "Description Type" field drop-down menu and select Preferred Experience from the list of values. The preferred experience will auto-populate.</p> <p>Note: Agencies are required to include Preferred Experience in every posting.</p> <p>Click the Preferred Experience list item.</p> 
	<p>Please do not delete the line or the header that automatically appear in the narrative box. Deleting these will cause formatting problems in the posting on the job bank.</p> <p>Click the Add Posting Descriptions link.</p> 
	<p>Click the Visible list.</p> 
	<p>Click the Internal and External list item.</p> 
	<p>Click the Description Type list.</p> 
	<p>Click the "Description Type" field drop-down menu and select Benefits from the list of values. The benefits statement will automatically populate.</p> <p>Click the Benefits list item.</p> 
	<p>Click the Add Posting Descriptions link.</p> 

Step	Action
	<p>Select the "Visible" drop down menu.</p> <p>Click the Visible list.</p> 
	<p>Click the Internal and external list item.</p> 
	<p>Click the Description Type list.</p> 
	<p>Click the "Description Type" field drop-down menu and select Equal Employment Opportunity from the list of values. The EEO statement will automatically populate.</p> <p>Click the Equal Employment Opportunity list item.</p> 
	<p>Click the Add Posting Descriptions link.</p> 
	<p>Select the "Visible" drop down menu.</p> <p>Click the Visible list.</p> 
	<p>Select Internal and External</p> 
	<p>Click the "Description Type" field drop-down menu and select Job Description from the list of values. The job description will not populate automatically.</p> <p>When crafting the verbiage for this section, utilize information from the work profile, benchmark, or job description to give a brief "at a glance" view of the job. The job description should read like a newspaper ad in an effort to draw quality candidates into your applicant pool. The full job description can be provided to the candidate(s) during the interview process.</p> <p>Click the Job Description list item.</p> 
	<p>Click the Posting Type list.</p> 
	<p>If necessary, continue to add Posting Descriptions for Responsibilities, Hire Salary, Additional Comments, etc. Once the posting information is complete, move to the Job Posting Destination section.</p> <p>The Internet destination is provided for you. Please locate the Posting Type drop down menu.</p> <p>Click the Internal list item.</p> 
	<p>Click the Relative Open Date list.</p> 

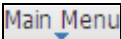

Step	Action
	<p>Select the Relative Open Date field from the drop down menu. Note: This action will populate the Post Date field.</p> <p>Click the Approve Dt list item. </p>
	Enter the desired information into the Posting Duration (Days) field. Enter a valid value e.g. " 5 ".
	<p>Note: Pressing the Tab key will populate the Remove Date field.</p> <p>Press [Tab].</p>
	<p>Click the Add Posting Destinations button. </p>
	<p>The Internet destination is provided for you. Please locate the "Posting Type" drop down menu.</p> <p>Click the Posting Type list. </p>
	<p>Click the External list item. </p>
	<p>Click the Relative Open Date list. </p>
	<p>Select the Relative Open Date field from the drop down menu.</p> <p>Click in the Approve Date field. </p>
	<p>Enter the number of days you want the posting to be open.</p> <p>Enter the desired information into the Posting Duration (Days) field. Enter a valid value e.g. "5".</p>
	<p>Note: Pressing the Tab key will populate the Remove Date field.</p> <p>Press [Tab].</p>
	<p>Click the Preview button. </p>
	<p>Review the information and formatting on this page, as this will be what the candidates will see when it is posted on the job bank. Any necessary changes can be made by clicking on the Return to Previous Page link.</p> <p>Click the Return to Previous Page link. </p>
	<p>Click the OK button. </p>
	<p>Click the Next Step link. </p>
	<p>The recruiter will add appropriate information on Education/Experience page.</p> <p>Click the Next Step link. </p>



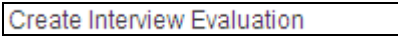




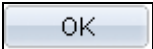
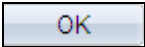

Step	Action
	Click the Load from Question Sets link. 
	Click the Core SOI questions option. Also at this step you can select any other appropriate question sets. Note: The 'Core SOI questions' set is required for all job postings. Click the Core SOI Questions option. 
	Click the Human Resources option. 
	Click the OK button. 
	If a question in the selected Question Set is not applicable for the position you are posting, you may delete that question by clicking on the trash can icon located on the same row as the question. NOTE: Do not remove any of the Core SOI questions. Click the Trash Can Icon link. 
	A Delete Confirmation box will open. Click the OK button. 
	Click the button of the scrollbar.
	The Family Medical Leave question has been removed from the set of screening questions for a job posting. Press [Enter] .
	You also have the option to add individual screening questions. For this example, we will add the FMLA question back into our question set. Click the Add Screening Questions link. 
	Click the Magnifying Glass button. 
	The "Look Up Question ID" box opens. Click on the drop-down menu for the Description Field. Click the Description list. 
	Click the contains list item. 
	Enter the desired information into the Description field. Enter a valid value e.g. " family ".
	Click the Look Up button. 


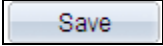
Step	Action
	Click the Family Medical Leave Act link. Family Medical Leave Act
	The Family Medical Leave Act question has been inserted into the list of desired questions for the candidates to answer. Continue to add question sets and add or delete individual questions until you have entered all the screening questions needed for this job posting. Press [Enter] .
	You can review the complete screening question library by contacting your agency recruiter/advisor to obtain a copy of the most current version. You can also request from your agency recruiter/advisor that a specific screening question be added to the library, which will allow you to screen candidates for specific experience. Press [Enter] .
	You can click on the Hiring Team link or the Next Step link to continue. Click the Next Step link. Next Step
	Click the Add Recruiters link. Add Recruiters
	Click in the Name Field and enter the recruiter's name (example: Heather Whitaker) or look up the recruiter's name by clicking on the magnifying glass. Click the Look up Recruiter ID button. 
	Enter the desired information into the Name field. Enter a valid value e.g. " Heather ".
	Click the Look Up button. Look Up
	Click the Heather Whitaker link. Heather Whitaker
	Click the Add Hiring Managers link. Add Hiring Managers
	You may either click in the Name Field or enter the hiring manager's name (example: Nicole Russell) or you may look up the hiring manager's name by clicking on the magnifying glass. For this example, click the Look up Manager ID button. Click the Look up Manager ID button. 
	Enter the desired information into the Display Name field. Enter a valid value e.g. " nicole ".
	Click the Look Up button. Look Up
	Click the Nicole Russell link. Nicole Russell

Step	Action
	<p>You may add "Interested Parties" to the Hiring Team screen. An "Interested Party" is used for interview purposes. They can view applicants but they have no access to edit the job opening.</p> <p>Click the Add Interested Parties link.</p> 
	<p>You can type in the name of the Interested Party or use the Magnifying Glass look up option to search.</p> <p>Click the Magnifying Glass button.</p> 
	Enter the desired information into the Name field. Enter a valid value e.g. " sherry stolle ".
	<p>Click the Look Up button.</p> 
	<p>Click the Sherry Stolle link.</p> 
	<p>You can add more than one recruiter, hiring manager, or interested party. If you do so, you will need to select the primary recruiter and or hiring manager by clicking in the primary checkbox.</p> <p>Press [Enter].</p>
	<p>You can either click 'Save as Draft' if you are not completely finished creating the posting or you can click 'Save & Submit' to start the approval process. If you click 'Save & Submit', the posting will be routed to the Hiring Manager's supervisor for approval.</p> <p>Once approved, a workflow message will be sent to the recruiter who will then review, edit if necessary, approve, and submit the posting to the job bank.</p> <p>Click the Save & Submit button.</p> 
	Press [Enter] .
	End of Procedure.


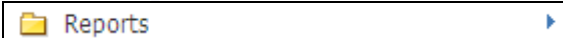

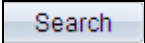

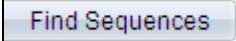
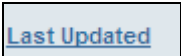
Appendix B: Create/Complete Interview Evaluation Job Aid


Step	Action
	<p>Click the Main Menu button.</p> 
	Point to the Recruiting menu.
	<p>Click the Browse Job Openings menu.</p> 

Step	Action
	<p>Click the Program Director 2 link. This is under the Job Opening column.</p> <p></p>
	<p>Locate the candidate for whom you want to create an interview evaluation.</p> <p>Click the Select Action dropdown button to activate the menu.</p> <p></p>
	<p>Click the Create Interview Evaluation list item.</p> <p></p>
	<p>Click the Interview Type field drop down menu button.</p> <p>Click the Inhouse1 list item.</p> <p></p>
	<p>Click the Interview Rating list item.</p> <p>Choose the rating that best reflects the applicant's responses to the corresponding interview questions.</p> <p><i>Note: A numeric score will populate based on the interview rating chosen.</i></p> <p></p>
	<p>Click the Comments button.</p> <p></p>
	<p>Enter the desired information into the Comment field. Enter a valid value e.g. "Candidate used good grammar and maintained appropriate eye contact".</p> <p>Comments should be objective statements based on the candidate's responses to interview questions.</p>
	<p>Click the Spell Check Icon button.</p> <p></p>
	<p>Click the OK object.</p> <p></p>
	<p>Click the OK button.</p> <p></p>
	<p>Please continue to add ratings and comments for all categories.</p> <p>Note: If you have additional summarizing comments, enter them into the General Comments field at the bottom of the screen.</p> <p>Click the scrollbar.</p>
	<p>Click the Overall Rating field drop-down menu button. Choose the rating which best represents the overall interview evaluation.</p> <p>Click the Average list item.</p> <p></p>




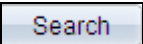


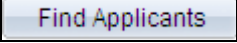
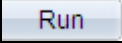
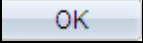

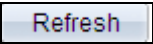
Step	Action
	<p>Click the Recommendation field drop-down menu button. Choose the recommendation that represents the overall interview evaluation.</p> <p>Click the Make Offer list item.</p> 
	<p>Please review to ensure all of the information has been completed.</p> <p>Click the Save button.</p> 
	End of Procedure.


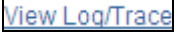
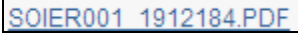

Appendix C: Internal Application Print by Applicant Job Aid

Step	Action
	<p>Click the Main Menu button.</p> 
	Point to the Recruiting menu.
	<p>Click the Reports menu.</p> 
	<p>Click the Internal App Print by Applicant link.</p> 
	Enter the desired information into the Run Control ID field. Enter a valid value e.g. " RUN ".
	<p>Click the Search button.</p> 
	<p>Click in the Applicant ID field.</p> 
	Enter the desired information into the Applicant ID field. Enter a valid value e.g. " 2912 ".
	<p>Click the Find Sequences button.</p> 
	<p>You may want to sort the applications by submission date in order to identify the most recently submitted application. To sort by submission date, click on the Last Updated column header until the most recent application appears at the top of the list.</p> <p>Click the Last Updated option.</p> 

Step	Action
	<p>If the applicant has more than three applications you can view all or view 100 to see all applications for this Applicant ID. In this example, the applicant has 116 applications.</p> <p>Click the View 100 link.</p> <p>View 100</p>
	<p>Click the checkbox next to the application you wish to print.</p> <p>Click the Select option.</p> <p><input type="checkbox"/></p>
	<p>Click the Run button.</p> <p>Run</p>
	<p>Click the OK button.</p> <p>OK</p>
	<p>Click the Process Monitor link.</p> <p>Process Monitor</p>
	<p>Click the Refresh button.</p> <p>Refresh</p>
	<p>Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column.</p> <p>Click the Refresh button.</p> <p>Refresh</p>
	<p>Click the Details link.</p> <p>Details</p>
	<p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>
	<p>Click the SOIER001_1912078.PDF link.</p> <p>SOIER001_1912078.PDF</p>
	<p>From here you can choose to print, save, email or simply review the PDF of applications. For this example we will print the application.</p> <p>Click the Print button.</p> <p></p>
	<p>End of Procedure.</p>

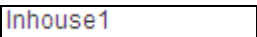


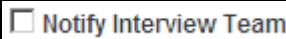
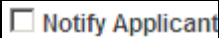
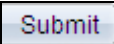
Appendix D: Internal Application Print by Job Opening Job Aid

Step	Action
	Click the Main Menu button. 
	Point to the Recruiting menu.
	Click the Reports menu. 
	Click the Internal App Print by Job Reqn link. 
	Enter the desired information into the Run Control ID field. Enter a valid value e.g. " RUN ".
	Click the Search button. 
	Enter the desired information into the Job Opening ID field. Enter a valid value e.g. " 549405 ".
	When you want to print applications for the candidates whose applications have been screened and routed, click in the Status field and enter 050 (for routed status) or click on the Magnifying Glass button to search for and select the 050-Route status. Click the Magnifying Glass button. 
	Click the 050 link. 
	Click the Find Applicants button. 
	Click the Select All Applicants option.
	Click the Run button. 
	Click the OK button. 
	Click the Process Monitor link. 
	Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column. Click the Refresh link. 


Step	Action
	Click the Details link. 
	Click the View Log/Trace link. 
	Click the SOIER001_1912184.PDF link. 
	From here you can choose to print, save, e-mail or simply review the PDF of applications. For this example we will print the applications. Click the Print button. 
	End of Procedure.

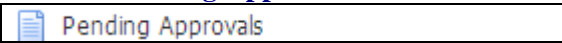
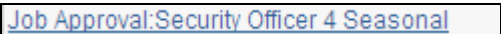
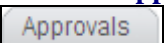
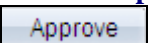

Appendix E: Manage Interview Schedule Job Aid

Step	Action
	Click the Main Menu button. 
	Point to the Recruiting menu.
	Click the Browse Job Openings menu. 
	Locate the title of the Job Opening in the Job Opening Column and by the correct requisition number in the ID# column. Click the Program Director 2 link. 
	Locate the applicant to select an action for. Click the Take Action field drop-down menus button. Click the Select Action list. 
	Click the Manage Interviews list item. 
	Click the Expand section button. This is located next to the applicant's name. 
	Click the Expand section button. 


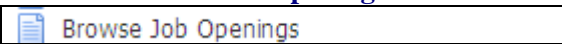

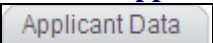
Step	Action
	<p>Click in the Interview Type field drop-down menu button.</p> <p>Click the Inhouse1 list item.</p> 
	<p>Click in the Date field.</p> 
	Enter the desired information into the Date field. Enter a valid value e.g. " 08/22/11 ".
	Enter the desired information into the Start Time field. Enter a valid value e.g. " 9:00AM ".
	<p>Press [Tab].</p> <p>Enter the End Time.</p>
	<p>Click in the Interviewer ID field.</p> 
	Enter the desired information into the Interviewer ID field. Enter a valid value e.g. " 10000021673 ".
	<p>Click the Notify Interview Team option.</p> <p>The interview team should be notified by phone.</p> <p>This checkbox is optional and should be used only for confirmation purposes.</p> <p>This sends a system-generated reminder to the applicant.</p> 
	<p>Click the Notify Applicant option.</p> <p>The Hiring Manager must notify the applicant by phone to schedule and/or confirm the interview date, time and location.</p> <p>This checkbox is optional and should be used only for confirmation purposes.</p> <p>This sends a system-generated reminder to the applicant.</p> 
	<p>Click the Submit button.</p> 
	End of Procedure.



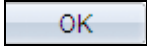

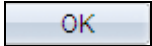
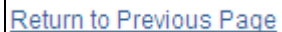
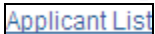
Appendix F: Modify/Approve/Deny a Job Opening Job Aid

Step	Action
	<p>Click the Main Menu button.</p> 

Step	Action
	Point to the Recruiting menu.
	Click the Pending Approvals link. 
	Click on the job title link you wish to approve. Click the Job Approval: Security Officer 4 Seasonal link. 
	The supervisor can modify the job posting by selecting any of the tabs at the top and edit the fields as needed. Click the Approvals tab. 
	The supervisor can approve or deny the job posting at this stage by selecting the appropriate button. Click the Approve button. 
	Press the left mouse button over the scrollbar and drag the scrollbar to the bottom of the page. Click the scrollbar.
	Click the Save link. 
	End of procedure End of Procedure.

Appendix G: View Applicant Profile Job Aid

Step	Action
	Click the Main Menu button. 
	Point to the Recruiting menu.
	You will be able to view an applicant's profile to determine if they possess the preferred experience for the position. Click the Browse Job Openings menu. 
	Click the Program Director 2 link. 
	Click the Applicant Name link.
	Click the Applicant Data tab. 

Step	Action
	<p>Scroll until you find the application submitted for your job opening ID.</p> <p>Click the scrollbar.</p>
	<p>Click the Application Icon button.</p> 
	<p>You will be able to view the applicant's profile.</p> <p>Click the scrollbar.</p>
	<p>Click the Edit Employment History link.</p> <p>This link will allow you to view the applicant's work experience.</p> 
	<p>Review the employment details.</p> <p>Click the OK button.</p> 
	<p>To view education information you will need to scroll down to the degree area.</p> <p>Click the scrollbar.</p>
	<p>Click the Bachelor of Arts link.</p> <p>This link will allow you to view the education information. If there are no degrees listed in this section, the applicant either does not have a degree or did not list one. If a degree is required for your position, the applicant will need to update their application to include this information.</p> 
	<p>Review the education details.</p> <p>Click the OK button.</p> 
	<p>Click the scrollbar.</p>
	<p>Other additional information the applicant has provided can also be viewed on this page.</p> <p>Click the Return to Previous Page link.</p> 
	<p>Choose the Applicant List link to return to the manage applicant list.</p> <p>Click the Applicant List link.</p> 
	<p>You have now learned how to view an applicant profile.</p> <p>End of Procedure.</p>